

## Meeting Minutes: Internal Control Roundtable

Date: April 4, 2019  
Minutes prepared by: Joshua Botnen, Internal Control Specialist  
Location: Minnesota Judicial Center, Conference Room 305

### Attendance

Amy Jorgenson and Josh Botnen (ICA), Laurie Studer, Danielle Jansen, and Susan Walto, (MnDOT), Nick Mokaya and Wilson Tindi (PCA), Prince Wheaton and Katie Shea (DNR), Paul Mathe and Brenda Dabruzzo (DPS), Shireen Gandhi, Nicole Medeiros, and Glenn Smith (DHS), Mike Thone (MHFA), Melissa Primus and Eric Wion (MNSCU), Gina Amacher and Siddhartha Poudyal (MDOR), Mark Pochardt and Vicky Baukol (DOC), John Nyanjom and Steven Nyame (MNsure), Courtney Quinn (MDVA), Robert Helgeson (OHE), Kevin Hoese (Racing Commission), Fekade Cherinet (DEED), David Salchow (Admin), Jennifer Nasifoglu (AGO), Molly Nystel (WCCA), Jamie Majerus and Jeramy Imhoede (MJB), Mike Hopwood (MSA), Anton Towne (Lottery), Leslie Nagel and Ruth Krupa (TRA), Tracey Sigstad (Admin), Morgan Grelson (BAH), Paul Doyle (OMHDD), Katrina Jones (MDE), and Shakira Bradshaw (CMAH).

### Agenda

- Welcome and Introductions – Josh Botnen, ICA at Minnesota Management and Budget (MMB), welcomed the group, thanked them for their attendance, and introduced the first speaker, Eric Wion.
- Eric Wion (MNSCU), Nicole Medeiros (DHS) Leslie Nagel and Ruth Krupa (TRA), Dave Salchow (Admin), and Jamie Majerus (MJB) all presented on their internal audit functions and answered questions. (All 5 presentation slides attached)
- Open Forum

### Announcements

- Annual Internal Control System Certification – ICA is now conducting agency outreach meetings. This year we are partnering with MMB's Continuity of Operations team for all meetings. If you

have not already scheduled your outreach meeting, please contact [Internal Control & Accountability](#) to schedule as soon as possible.

## Next Meeting

Date: Thursday, May 16, 2019

Time: 9:00 a.m. to 11:00 a.m.

**Location:** Mike Thone, Chief Risk Officer for the Minnesota Housing Finance Agency (MHFA), is hosting the meeting in the Treasure Island Center, located at 400 Wabasha Street North, St. Paul, MN 55102. MHFA is located on the 4<sup>th</sup> floor of the building. Details for parking and accessing the building will be included on the May 16 Agenda and Announcements.

**Agenda:** Tony Peleska, MHFA CIO, and Anne Smetak, MHFA Senior Attorney, will present on MHFA's implementation of electronic signatures. The presentation will cover the legalities around adopting electronic signatures, implementation of proper internal controls, and the steps taken to execute this agency-wide change. Tony and Ann will answer any questions you may have about how they implemented this technology at MHFA.

**IMPORTANT:** If you want to invite anyone else from your agency to the May roundtable, please forward the meeting invite to them and have them accept so we can keep an estimated count of attendance for MHFA. They will set up the room differently if we have a larger crowd for this meeting, but need to know in advance. Thank you!